

P16 Enrolment Agreement Policy (International)

1.0 Enrolment

- 1.1 Student must choose a fee option as outlined in the Student Written Agreement.
- 1.2 Upon receiving of initial deposit, Central Melbourne Institute (CMI) will enrol the student into the course stated on the Letter of Offer.
- 1.3 Central Melbourne Institute is not obliged to issue any qualification prior to the completion of the Course.
- 1.4 A Statement of Attainment can be issued at the end of study period upon student's request.
- 1.4 Where the student is enrolled in more than one course, then it is considered as combined package program.

2.0 Fees

The Student acknowledges that:

- 2.1 The Fees shall be paid to Institute in the manner detailed Student Written Agreement and shall be refunded only in accordance with the Institute's P28 Refund Policy. In the case where student does not make tuition fee payments as agreed upon in the Student Written Agreement, the student will inactively advise Central Melbourne Institute that they will not be continuing their studies. CMI reserves the right to report via PRISMS the termination of studies.
- 2.2 Central Melbourne Institute may at its discretion, postpone the commencement date, cancel or vary the course studied by the student. In the event of postponement or cancellation, CMI will make a refund of Fees in accordance with the ESOS Act and the student agrees that there shall be no entitlement to damage whatsoever.
- 2.3 In the event the student abandons the course, all outstanding fees are payable to Central Melbourne Institute on demand as specified in the Student Refund Policy.
- 2.4 Late payment of Fees will incur a penalty on the fee instalment owed to Institute as referred in the P17 Fees and Charges Policy. Late Fees paid by credit card will incur a further charge as referred in the Institute's P17 Fees and Charges Policy.
- 2.5 All requirements outlined in the Institute P17 Fees and Charges Policy have been read and understood by the student.

3.0 Suspension and Deferment

- 3.1 Students may suspend or defer their course in accordance with CMI's P13 Deferment, Suspension and Cancellation Policy.
- 3.2 Upon Suspension or Deferment of the Course, the Fees scheduled in Student Written Agreement remain due on the scheduled dates agreed upon by Institute and Student.

4.0 Credit Transfer / Recognition of Prior Learning

The Student acknowledges that the application process for Credit Transfer or Recognition of Prior Learning has been explained & accepts the amount of credit/recognition of prior learning granted. The Student also acknowledges that Central Melbourne Institute adheres to obligations to recognise AQF Qualifications and Statements of Attainment issued by other RTO's.

5.0 Pre Enrolment Information

The Student acknowledges having viewed, read and understood prior to enrolment:

- The course content and duration, qualification offered if applicable, modes of study and assessment methods.
- The requirements for acceptance into a course, including the minimum level of English Language proficiency.
- Grounds, on which the enrolment may be deferred, suspended or cancelled.
- Grounds on which a student refund is issued.
- That Australian law requires student visa holders to inform Institute of any changes of address within 7 days and other changes thereafter.
- Student personal and contact details, course enrolment details and any changes or breaches to student visa may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000.
- Institute policies and procedures including but not limited to: P31 Complaints and Appeals Policy, P17 Fees and Charges Policy, P10 Course Progress and Intervention Strategy Policy.

6.0 Disciplinary Procedures

All Students enrolled in programs or using the services of Central Melbourne Institute are required to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate as outlined in the Institute's Po7 Student Code of Behaviour Policy, Central Melbourne Institute will take action in accordance.

7.0 Reasonable Adjustment

To meet the needs of all learners' adjustments may be made to the way assessments are conducted but not to the requirements of the assessment. The purpose of these adjustments is to enhance fairness and flexibility so that the specific needs of students can be met. Students are strongly advised to notify the Training Manager of any special training needs they might have such as medical condition, injury, disability, impairment etc. These special needs should be addressed prior to course commencement or if they occur after the course has commenced, as soon as practicable.

Examples of reasonable adjustments

- providing additional time for student to practice the assessment tasks
- presenting questions orally for students with literacy issues
- asking questions in a relevant practical context
- adapting machinery and equipment to make it more easily used
- presenting work instructions in diagrammatic or pictorial form instead of words and sentences
- simplifying the design of job tasks

8.0 Special Learner Needs

Students are advised to notify the Training Manager of any special training needs they might have such as medical condition, injury, disability, impairment, etc. These special needs should be addressed prior to course commencement (enrolment form) or, if they occur after the course has commenced, as soon as feasible. To meet the needs of all learners', adjustments can be made to the way course is delivered or the way assessments are conducted without compromising the integrity of the assessment. These adjustments will be planned in conjunction with the Training Manager, the Assessor, the student and any supplementary evidence supplied i.e. medical certificate, medical report, professional recommendations, etc. The purpose of these adjustments is to enhance fairness and flexibility so that the specific needs of students can be met. The CMI will endeavour to make all necessary adjustments to aid the students throughout their learning to ensure impartiality and flexibility. The Training Manager will track the progress of learners with special needs and conduct a

reviews each study period or as otherwise seen necessary, to ensure student academic progress is maintained at a satisfactory level. At this point, any necessary class delivery and assessment adjustments will be made.

9.0 Liability

CMI shall not be liable for any personal injury to or death of the Student or loss of or damage to any property of the Student arising out of or in any way connected with the enrolment in and the completion of the Course or the Student's accommodation arrangement whether or not by reason of any wilful or negligent act or omission or breach of contract by Institute, its officers, representatives, employees or agents

10.0 Binding Agreement

CMI and the Student agree to be bound by the provisions of the Acceptance of Letter of Offer and this Enrolment Agreement which shall bind Institute and the Student upon signing by the Student and the receipt by Institute of the Fees and shall continue to enforce until the completion of the Course as determined by Institute.

11.0 Governing Law and Jurisdiction

This Enrolment Agreement is governed by and is to be construed in accordance with the laws of the State in which the Student is enrolled. Institute and the Student irrevocably and unconditionally submit to the non-exclusive jurisdiction of the Courts of that State and Courts entitled to hear appeals from those Courts.

12.0 Aboriginal and Torres Strait Islander people

CMI's welfare of Aboriginal and Torres Strait Islander people is paramount. Student Support Staff will offer full support for these students, including external health and social support. Aboriginal community groups are located nearby and are always prepared to provide assistance.